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**Epsom Girls Grammar School Vision and Values**

***Vision:*** *Enabling students to be confident, active, resilient learners*

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls’ education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

***Values:*** *Courage, compassion, curiosity, community*

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| **Position:** | Property Groundsperson |
| **Hours of Employment:**  **Responsible to:** | Hourly rate position**,** generally 40 hours per week,  Monday – Wednesday and Friday 7.00am - 3.30pm  Thursday 11am – 7.30pm  Property Manager |
| **Direct involvement with:** | Property Team  Principal, Business Manager |
| **Primary responsibility:** | To work in partnership with the Property Manager to plan and manage the maintenance and development of a safe, healthy, attractive and welcoming learning environment with buildings, facilities and services that are well suited to the needs of a modern and progressive curriculum. |

**Key Tasks:** Assist Property Manager with day to day running of the school property

Liaise with Contractors

Manage maintenance projects around the school

Comply with Health and Safety regulations

Maintain school buildings, grounds and paths are maintained to the highest standards

Managing school gardens, plants and trees

Regularly inspect all buildings and site

Carry out repairs as required

Keeping buildings to Building Warrant of Fitness standards

**Key Skills:** Previous property maintenance experience

Working knowledge and experience of the Health and Safety at Work Act

A technical mind and experience in maintenance

Good practical problem-solving skills

Current Driver’s Licence

**The successful applicant should be:**

* Work well with other members as a member of a team
* Helpful, pleasant, and able to work under pressure
* Good planning skills
* Good communication skills, with colleagues
* Committed to on-going personal professional development
* Confident in working in a practical situation
* Organised and reliable with a good work ethic
* Able to use initiative and pay attention to detail
* Have a positive attitude